



www.ciwmb.ca.gov

Integrated Waste Management Specialist

CONTINUOUS TESTING

OPEN STATEWIDE

~THIS BULLETIN CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS~

Equal Opportunity Employer – "Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, medical condition, disability, religious or political affiliation, age, or sexual orientation." "It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants."

OPEN

Applications will be accepted on an open basis only.

CONTINUOUS TESTING

Applications will be accepted on a continuous basis. The Supplemental Application questionnaire must be submitted by the third Wednesday of the month in order to compete in the current monthly administration of the exam or it will be held until the following month.

HOW TO APPLY

Submit a Supplemental Application for the Integrated Waste Management Specialist to:

By Mail:

California Integrated Waste Management Board
Attention: Examination Unit, MS 19A
P.O. Box 4025
Sacramento, CA 95812-4025

In Person:

California Integrated Waste Management Board
Attention: Examination Unit
1001 "I" Street, 19th Floor
Sacramento, CA 95812

The Supplemental Application for Integrated Waste Management Specialist can be downloaded from the State Personnel Board's website at www.spb.ca.gov or the CIWMB website at www.ciwmb.ca.gov/jobs/. **The Training and Experience Evaluation (Supplemental Application) must be RECEIVED OR POSTMARKED** no later than the third Wednesday of the month in order to compete in the current monthly administration of the exam or it will be held until the following month. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE**, personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL BE FILED ON OUR NEXT TESTING PERIOD.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SALARY RANGES

Range A: \$3077 - \$3698 **Range B:** \$3738 - \$4503 **Range C:** \$4730 - \$5711

ALTERNATE RANGE CRITERIA

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed: (1) one year in the California state service in the class of, or in a position comparable in level, duties, and responsibilities to, an Integrated Waste Management Specialist, Range A; or (2) two years of professional experience performing integrated waste management work. Professional experience is defined as experience comparable in level, duties, and responsibilities to an Integrated Waste Management Specialist, Range A, gained after meeting the "Minimum Qualifications" for entry into the Integrated Waste Management Specialist class.

Range C. This range shall apply to persons who have satisfactorily completed: (1) two years in the California state service in the class of, or in a position comparable in level, duties, and responsibilities to, an Integrated Waste Management Specialist, Range B; or (2) three years of professional experience performing integrated waste management work. Professional experience is defined as experience comparable in level, duties, and responsibilities to an Integrated Waste Management Specialist, Range B, gained after meeting the "Minimum Qualifications" for entry into the Integrated Waste Management Specialist class.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**DEFINITION OF
LEVELS**

These are the entry, working, and journey levels in the series. Incumbents advance to Ranges B and C based on alternate range criteria eligibility and as competence and level of performance increase.

- **Range A** is the entry level in this series. Under close supervision, incumbents perform the less responsible, professional work associated with integrated waste management.
- **Range B** is the working level in the series. Under supervision, incumbents perform integrated waste management work of average difficulty and may serve as project coordinators on projects of the least to average complexity.
- **Range C** is the full journey level in the series. Under direction, incumbents perform difficult and complex integrated waste management work; may coordinate major integrated waste management program activities; and may serve in a lead capacity over other integrated waste management staff.

**MINIMUM
QUALIFICATIONS**

Education: Equivalent to graduation from an accredited college or university with a Bachelor's degree in Biological, Chemical, Physical, Environmental, or Soil Science; Environmental Health; Toxicology; or Industrial Hygiene. **OR**

Equivalent to graduation from an accredited college or university with a Bachelor's degree in Engineering; Math; Economics; Statistics; or Resource Management. Qualifying education must include completion of 30 semester units in biological, chemical, physical, environmental, or soil science; environmental health; toxicology; or industrial hygiene.

(Registration as a senior in a recognized institution will admit applicant to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.)

(Qualifying experience in integrated waste management planning, regulation, marketing, analysis, or research; environmental research, monitoring, surveillance, or enforcement; or design, development, or oversight of a waste prevention and diversion program may be substituted for the required education on the basis of one year of qualifying experience for each year of college work for up to a maximum of two years.)

**POSITION
DESCRIPTION**

Incumbents at all levels apply scientific methods and principles in the performance, supervision, or management of assigned tasks including: writing integrated waste management-related regulations and analyzing related legislation; reviewing and recommending action on integrated waste management plans; developing integrated waste management strategies; assisting various jurisdictions in their efforts to integrate waste prevention, diversion, and disposal activities; facilitating the procurement of recycled content products; developing markets for recycled materials; implementing programs for used oil, household hazardous waste, and used and scrap tires; certifying and evaluating local enforcement agencies; developing and revising State

**POSITION
DESCRIPTION
(Continue)**

minimum standards for integrated solid waste handling and disposal; inspecting solid waste sites; reviewing solid waste facilities' environmental practices; recommending action on solid waste facilities' permits; taking corrective actions including closure and post closure of solid waste facilities; and remediating closed, illegal, and abandoned sites.

**POSITION(S)
EXIST**

Position(s) for the Integrated Waste Management Specialist exist in Sacramento, Long Beach, and Riverside.

**EXAMINATION
INFORMATION**

This examination will consist of a Training and Experience Evaluation (Supplemental Application) weighted 100%. In order to obtain a position on the eligibility list, a minimum rating of 70% must be attained.

SUPPLEMENTAL APPLICATION - WEIGHTED 100%

Scope:

A. Knowledge of:

1. Basic principles of scientific research.
2. Chemical, biological, physical, and environmental sciences.
3. Environmental characteristics of waste materials, including handling and disposal, their general effect on human health and the environment, and mitigation measures.
4. Statistical methods of analysis.
5. Concepts employed in a variety of disciplines including integrated waste management economics, public health, and resource management.
6. Controlling hazardous substances at solid waste facilities.
7. Principles and procedures of integrated waste management, waste prevention, and diversion.
8. Basic hydrology and geology.
9. Environmental planning.
10. Investigatory methods.
11. Integrated waste management activities and programs in both the public and private sectors.
12. Federal, State, and local statutes, regulations, legislative and regulatory processes, programs, and responsibilities related to solid waste materials.
13. Facility permitting and environmental review.
14. Use and reuse of solid waste materials.

B. Ability to:

1. Collect environmental data.
2. Analyze and evaluate data, reach sound conclusions, and make recommendations.
3. Apply or modify scientific methods and principles.
4. Analyze situations and take appropriate actions.
5. Establish and maintain cooperative relations with local governments, the business community, and the general public.
6. Prepare clear, complete, and technically accurate reports.
7. Communicate effectively.
8. Plan, organize, and carry out integrated waste management studies or projects.
9. Coordinate the work of others.
10. Make oral presentations.
11. Be objective and flexible.
12. Meet critical deadlines.
13. Assess the impact of proposed legislation and new statutes.
14. Organize materials for public presentations and dissemination.
15. Anticipate and respond to public concerns with tact and sensitivity.

TESTING PERIOD	The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.
ELIGIBLE LIST INFORMATION	Open eligible list(s) will be established for the California Integrated Waste Management Board. The names of successful competitors will be merged onto the list(s) in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS PREFERENCE	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.
QUESTIONS?	If you have any questions concerning this announcement, please contact the California Integrated Waste Management Board, Examination Unit at (916) 341-6097.

GENERAL INFORMATION

THE CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the California Integrated Waste Management Board, **Examination Unit (916) 341-6097** three weeks after the final filing date of your State Application (STD 678) if he/she has not received a progress notice.

APPLICATIONS may be obtained at the California Integrated Waste Management Board, local offices of the Employment Development Department and on the State Personnel Board web site <https://forms.spb.ca.gov/>

IF YOU MEET THE REQUIREMENTS stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

VETERANS PREFERENCE: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. 1) Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. 2) Credit in open nonpromotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Veterans preference points will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.** Directions for applying for veterans preference and definitions for Veterans and Disabled Veterans are available on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 or their web site: <http://www.spb.ca.gov/forms/spb1093.pdf>

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year for year basis.

DEVICES FOR COMMUNICATIONS IMPAIRMENT TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device 1-800-735-2929 or voice 1-800-735-2922.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

P.O. Box 4025 – 1001 "I" Street, MS 19A
Sacramento California 95812-4025